



Edit Emergency Contact Information

1. Go to www.kingcounty.gov/mybenefits which takes you to the PeopleSoft sign-in page. Enter your User ID and Password according to the instructions, then click the **Sign In** button.
(*Note: If you need help signing in, call 206-684-1556 or e-mail kc.benefits@kingcounty.gov*)
2. Once signed in, click the link, **My Personal Information** (Figure 2.1) then click the link, **Emergency Contacts** from the expanded drop down menu (Figure 2.2).



Figure 2.1

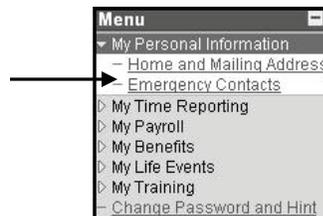


Figure 2.2

3. The **Emergency Contacts** screen will open (Figure 3.1). To edit a contact's information, click the **Edit** button next to that person's name.

Contact Name	Relationship to Employee	Edit	Delete
Cindy Smythe	Sister	Edit	Delete
Darcy Pindo	Friend	Edit	Delete

Primary Contact: Cindy Smythe Change the primary contact

Add an Emergency Contact

Figure 3.1

4. The **Emergency Contact Detail** (Figure 4.1) screen will open. To change the contact's address, click the **Edit Address** link. The **Edit Address** (Figure 4.2) screen will open; correct the information then click the **OK** button.

Edit Address

Country: United States Change Country

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

Figure 4.2

Emergency Contact Detail

Anna Gerfitz

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: United States Change Country

Address: Arlington, WA Edit Address

Phone

Telephone:

Email Address

Email Address:

Other Telephone Numbers

Phone Type	Phone Number	Delete
Other	360-555-1222	Delete

Add a Phone Number

Figure 4.1

Edit Emergency Contact Information

5. To change a contact's phone number, delete the current phone number in the **Phone** section and then type in the new number.

6. You can add a phone number for your contact by clicking the **Add a Phone Number** button (Figure 6.1) in the **Other Telephone Numbers** section. The **Other Telephone Numbers** (Figure 6.2) sub-section will open. Using the drop down menu, choose the phone type (cell, home, etc.) and enter the number (including area code) in the **Phone Number** box.

Emergency Contact Detail
Anna Gerfitz

Address and Telephone
*Contact Name:
*Relationship to Employee:

Contact has the same address as the employee
 Contact has the same telephone number as the employee

Address
Country: United States [Change Country](#)
Address: Arlington, WA [Edit Address](#)

Phone
Telephone:

Email Address
Email Address:

Other Telephone Numbers

*Phone Type	Phone Number	
<input type="text" value="Other"/>	<input type="text" value="360-555-1222"/>	<input type="button" value="Delete"/>

Step 5

Other Telephone Numbers section enlarged.

Other Telephone Numbers

*Phone Type	Phone Number	
<input type="text" value="Other"/>	<input type="text" value="360-555-1222"/>	<input type="button" value="Delete"/>

Figure 6.1

Other Telephone Numbers

*Phone Type	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Figure 6.2

Drop down menu of phone type choices.

Type in the contact's number here (include area code).

7. Click the **Save** button at the bottom of the screen (not shown here) to save your edits and return to the main **Emergency Contacts** screen.